



## **Job Posting**

**Position Title:** Academic Research Manager

**Reports To:** Director of Academic Research, Policy, and Communications

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

**Position Description:**

This position supports the work of the Office of Academic Strategy and Operations and reports to the Director of Academic Research, Policy, and Communications. The main focus areas are qualitative research, grant management, and coordination with a variety of internal and external stakeholders.

**Specific Position Responsibilities:**

- Work with stakeholders on multiple teams to develop protocols for surveying events such as trainings or conferences and support survey design, administration, analysis, and reporting.
- Coordinate with the department's Research and Strategy team on projects that affect the academic divisions and to identify data collection needs for evaluation studies of grants and other research. This work may include managing external partnerships with research organizations or technical assistance centers.
- Manage several grants to ensure that the state meets monitoring and reporting deadlines.
- Manage dashboard of goals across Academic Strategy and Operations and Content and Assessment Design teams.
- Contribute to literature reviews and reviews of state best practices.
- Respond to research and information requests from external agencies.
- Coordinate across divisions and conduct any research necessary to meet annual legislative reporting requirements.



### **Job Posting**

- Conduct qualitative studies as needed, such as focus groups that support review and planning of work.
- Coordinate state board submissions from the Academic Strategy and Operations team as needed.
- Provide support for division events as needed.
- Other duties as assigned.

### **Qualifications:**

- A Master's degree in policy or a related field and at least three years of full-time work experience.
- Highly effective organizational and project management skills; grant management experience preferred.
- Experience with qualitative and survey data and data analysis.
- Background and strong interest in education research and policy.
- Ability to work well with all levels of internal management and staff as well as outside stakeholders.
- Strong oral and written communication skills.
- Technology skills including Microsoft Office.
- Quick, independent learner and problem-solver.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**



### **Job Posting**

Please e-mail a cover letter, resume, and contact information for three professional references to [Amy.Owen@tn.gov](mailto:Amy.Owen@tn.gov).

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*